

## **DIRECTOR OF GENERAL SERVICES**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs responsible professional and administrative work planning, organizing and directing the construction, maintenance, installation and repair of building and grounds facilities and the maintenance of the County fleet; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, directing and supervising construction, maintenance, installation and repair of buildings, grounds and facilities; planning, directing and supervising fleet maintenance; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Administers the operational, safety, security, upgrading, maintaining and repairing responsibilities of facilities located throughout the County.
- Administers the fleet maintenance program.
- Serves as lead staff for renovation and new construction projects and all major system replacement projects.
- Administers the evaluation and assessment of programs and staff; administers and directs the tracking and establishment of standards relative to productivity.
- Administers Adult Detention Center Trustee Program; supervises and directs mowing, trimming, leaf removal, cleaning gutters, County facility cleaning, trash removal, furniture and equipment relocations, pick up and delivery of surplus furniture and equipment through subordinate supervisors.
- Administers and directs the department budget development, spending plan, project timelines and the accountability for expenditures; prepares, implements and monitors budget; tracks expenditures for operations, capital, and comprehensive budgets; ensures that bills and supplies are properly and promptly processed.
- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completing employee performance appraisals.
- Manages the assessment for quality control for services rendered; administers the compliance with local, state and federal mandates and regulations.
- Develops and conducts continual updates of inventory; administers surplus property management; administers fleet and departmental inventory; develops and directs relocation options/plans.
- Administers upgrades to internal automation systems.
- Prepares a variety of reports and maintains appropriate records.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of general laws and methods, techniques and practices of construction, maintenance, installation and repair of municipal facilities, buildings and grounds; thorough knowledge of standard office procedures, practices and equipment; ability to plan, organize and evaluate the work of varied work unit; ability to analyze and evaluate management systems and operations and formulate and install changes; ability to establish and maintain effective working relationships with County and School Board officials, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in engineering, facilities management or related field and considerable increasingly responsible management experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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